



**State of Vermont**  
**Department of Corrections**  
103 South Main Street  
Waterbury, VT 05671-1001  
**[www.doc.state.vt.us](http://www.doc.state.vt.us)**

[phone] 802-241-2442  
[fax] 802-241-2565

*Agency of Human Services*

## **REQUEST FOR INFORMATION (RFI)**

### **“RFI ON ACCOUNTING SOFTWARE TO REPLACE CURRENT ACCOUNTING SOFTWARE IN SUPPORT OF STATE OF VERMONT, DEPARTMENT OF CORRECTIONS (DOC) - VERMONT OFFENDER WORK PROGRAM (VOWP)”**

#### **NOTICE TO VENDORS**

Vendors are required to submit one (1) electronic response as a searchable .PDF document to [linda.hardy@ahs.state.vt.us](mailto:linda.hardy@ahs.state.vt.us). Responses will be accepted until the due date October 15, 2010, 4 PM ET. Responses submitted after the due date may not be reviewed. The DOC will not compensate vendors for any costs related to this RFI.

#### **RFI Contact Information**

The only permitted contact by vendor is with the following DOC official:

Linda Hardy, Financial Administrator  
State of Vermont  
Department of Corrections  
103 South Main Street  
Waterbury, VT 05671-1001  
[linda.hardy@ahs.state.vt.us](mailto:linda.hardy@ahs.state.vt.us)

Vendors are not permitted to contact any other employee or representative of the DOC with respect to any matter relating to this RFI, and any such actual or attempted contact shall be grounds for termination of the offending vendor's further consideration under this RFI or any resulting Request for Proposal (RFP).



**State of Vermont**  
**Department of Corrections**  
103 South Main Street  
Waterbury, VT 05671-1001  
[www.doc.state.vt.us](http://www.doc.state.vt.us)

[phone] 802-241-2442  
[fax] 802-241-2565

*Agency of Human Services*

## **RFI Question Submission**

Vendors may submit questions in writing to [linda.hardy@ahs.state.vt.us](mailto:linda.hardy@ahs.state.vt.us) until the closing date for submittal of such questions (see Timetable below). Responses to vendor questions will be made available by e-mail no later than October 22, 2010. In no case will the State agree to meet to discuss potential opportunities as the result of this RFI.

## **REQUIREMENTS AND INFORMATION**

### **Introduction**

This RFI is issued by the DOC – VOWP to solicit information relating to the acquisition of a Business Accounting Software solution and related services for the Project described in the solution requirements below.

For additional information about VOWP you may visit our web site at [www.vowp.com](http://www.vowp.com).

### **Description of Solution Requirements**

At a minimum, the proposed accounting software solution shall provide for the following:

- Complete accounting and inventory control functionality necessary to support four (4) small manufacturing facilities comprised of – print and publishing, office furniture, traffic and road signs, and motor vehicle license plates.
- Turnkey implementation/migration from existing software – including System Manager, General Ledger, Accounts Receivable, Accounts Payable, Inventory Control and Purchasing, Order Entry, Job Costing/Cost Accounting, Budget Management, Fixed Assets, BOM, Report Writer.



**State of Vermont**  
**Department of Corrections**  
103 South Main Street  
Waterbury, VT 05671-1001  
**[www.doc.state.vt.us](http://www.doc.state.vt.us)**

[phone] 802-241-2442  
[fax] 802-241-2565

*Agency of Human Services*

- IT requirements/platform flexibility - Server side: Windows Server 2003 or Windows Server 2008; Client side: Windows XP; DB side: SQL Server 2005 or Server 2008. Prefer virtualized environment that runs on VMware – shared environment on the back-end that does not require dedicated database server or application server.
- Ease of month-end/year-end processing – single keystroke.
- Custom integration with Microsoft office.
- Import/export and mapping capabilities with other applications.
- Numerous exportable formats.
- Web-based application preferable for use of fewer IT resources.
- Easy to use built in report writer for customizable forms and reports including all financial statements to meet unique reporting and analysis needs.
- Simultaneous Users (11 – 20)
- Electronic/e-mail capabilities for invoices and purchase orders.
- Help functionality/electronic manuals.
- Cost effective – training, 24/7 support, upgrades, maintenance.
- Adaptability to support future growth.



**State of Vermont**  
**Department of Corrections**  
103 South Main Street  
Waterbury, VT 05671-1001  
[www.doc.state.vt.us](http://www.doc.state.vt.us)

[phone] 802-241-2442  
[fax] 802-241-2565

*Agency of Human Services*

### **TIMETABLE**

RFI Issue Date: September 22, 2010

Vendor Question and Submission Deadline: October 15, 2010, 4 PM ET

Vendor Question Response Deadline: October 22, 2010

### **INSTRUCTIONS TO VENDORS**

#### **Terms and Conditions**

DOC will rely upon information provided by vendors in response to this RFI, and as such, responding vendors should submit only accurate and truthful responses regarding their products and service capabilities.

#### **RFI Cancellation**

DOC reserves the right to cancel all or part of this RFI or waive any minor variance or irregularity. In addition, the issuance of this RFI does not create or imply any commitment to purchase any products or services from any vendor.

#### **Amendments**

DOC reserves the right to recall and/or reissue this RFI.

#### **Vendor Responses**

Vendor responses should consist of an accurate and thorough description of products and services, and should provide a complete description of the proposed solution. Please also provide information about the pricing structure given the solution requirements above.